

MAY 21, 2025

**REGIONAL PURCHASING CONSORTIUM:
REQUEST FOR QUALIFICATIONS FOR TEMPORARY PLANNING & ZONING
SERVICES**

The following questions were submitted to Brendon Dukett, Municipal Services Coordinator, via email between April 22nd, 2025, and May 14th, 2025. Please see the answers below each question.

1.) Will references from regional organizations, federal entities, and multi-jurisdictional partners be given equal consideration as references from Connecticut municipalities?

Yes, references from regional organizations, federal entities, and multi-jurisdictional partners will be given equal consideration as those from Connecticut municipalities, provided the references are relevant to the scope of planning and zoning services outlined in the RFQ. The evaluation committee is primarily interested in demonstrated experience with comparable projects, the quality of past performance, and the ability to work effectively in a municipal or intergovernmental context.

2.) Does SCRCOG prefer firms with a physical presence in Connecticut, or is a distributed team model with regional availability and ability to travel acceptable?

SCRCOG does not require firms to have physical offices in Connecticut. A distributed team model with regional availability and the ability to travel is acceptable. This RFQ emphasizes the ability to provide timely, high-quality support to municipalities, including availability for evening meetings and familiarity with Connecticut land use statutes. If the firm demonstrates operational capacity, responsiveness, and an understanding of local planning context, physical location will not be a limiting factor for consideration. Ultimately, each municipality will determine the type of assistance it requires and select firms based on the best fit for its specific needs.

3.) Will optional fee information, if submitted, be included as part of the Evaluation Criteria?

The optional fee information will not be included as part of the Evaluation Criteria.

4.) Can assignments under this RFQ include assistance with grant writing or grant-ready plan development, particularly under resilience, housing, or climate funding programs?

SCRCOG currently maintains a separate list of pre-vetted vendors specifically for grant writing and grant management. However, municipalities are not precluded from engaging firms selected through this RFQ for such services, particularly if they align with associated planning & zoning services. Any such work would be at the discretion of the individual municipality.

5.) Are consultants permitted to subcontract with firms offering specialized expertise (e.g., GIS, stakeholder engagement, etc.) that are not themselves pre-qualified, providing all work is led and managed by a pre-qualified prime?

Yes, consultants are permitted to subcontract with firms for specialized services. Consultants should indicate in their proposal which services would be subcontracted and with what firm.

6.) Does the requirement to begin work within 14 calendar days of notification by a municipality include contracting time (including any delays in contracting)?

The expectation to begin work within 14 calendar days of notification refers to the consultant's readiness to initiate services following execution of a contract. This timeframe does not include delays related to the municipal contracting processes, which may vary by community. The 14-day window is intended to ensure that, once contractual agreements are in place, consultants and firms are prepared to mobilize promptly and meet municipal needs in a timely manner.

7.) The RFQ states the proposal should not exceed 35 pages, are resumes and project pages excluded from this page count? If not, what is?

Please note that responses beyond 35 pages (exclusive of Attachment A: Services & Topic Areas Checklist) will not be accepted. Resumes and project pages are included in the 35-page limit.